



PARK FOOD APPLICATION
APRIL 28, 29 & 30, 2023



TO APPLY ONLINE!

For Office Use Only:

Received On: ___/___/___
Paid: _____ Amt: \$ _____
Inside: _____ Outside: _____
Letter Sent: _____

CONTACT INFO (PLEASE PRINT LEGIBLY)

Business Name: _____
Last Name: _____ First Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Cell Phone: _____ Email: _____
Website: _____
What product will you sell?: _____

I am a **NEW** Vendor **OR** I am a **RETURNING** Vendor

Would you like the same booth space as last year? YES **OR** NO

If no, please explain: _____

Are you a member of the Siloam Springs Chamber of Commerce? YES **OR** NO

BOOTH INFORMATION

of **OUTDOOR** booth spaces needed (10' x 12"): _____ x \$175

After Feb. 1: _____ x \$200

Can you set up on concrete? YES **OR** NO

If you exceed the booth space, you will be charged for an additional booth.

TOTAL DUE: \$ _____

***Additional 15% commission of total sales is due each day per rules**

Once your application is reviewed by the Dogwood Festival Committee and approved, you will receive an acceptance email with more information, including how to pay for your booth

ELECTRICAL NEEDS
Generators are NOT allowed.

___ None
___ 120 volts @ 20 amps

(Limited availability)

- Electricity will be provided according to City of Siloam Springs guidelines.
- Vendors must supply extension cords and adaptors.

BOOTH PICTURES, MENUE ITEMS, AND LIABILITY INSURANCE

Please email photos or copies of your booth, menu items, and liability insurance to info@siloamchamber.com. Photos must be included to be considered for review. By submitting these photos you release them to be used for advertising and promotion of the Dogwood Festival and your vendor booth.

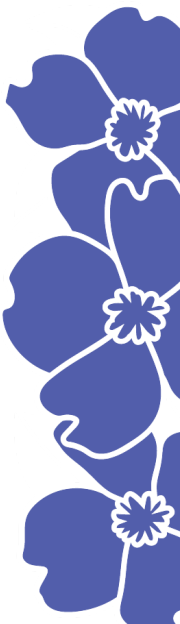
ACKNOWLEDGEMENT OF RULES AND REGULATIONS

I have read and agree to abide by the rules and regulations of the Dogwood Festival.

VENDOR SIGNATURE _____ DATE _____

PLEASE COMPLETE AND SUBMIT TO:

Siloam Springs Chamber of Commerce
101 N. Mt. Olive St., Siloam Springs, AR 72761
info@siloamchamber.com



DOGWOOD FESTIVAL INFO, RULES & APPLICATION

The Dogwood Festival is a family friendly, arts and crafts based festival held in downtown Siloam Springs, AR each year. The Dogwood Festival is hosted by the Siloam Springs Chamber of Commerce and is organized and directed by a volunteer committee made up of local citizens. This event is a fundraiser for the Chamber which helps them support the local business economy in the Siloam Springs area.

Located in City Park and Bob Henry Park, with beautiful Sager Creek as a backdrop, it's easy to see why the Dogwood Festival's hometown atmosphere brings an estimated 30,000 attendees! We're glad that you are considering being a part of our festival. We know you will fall in love with Siloam Springs!

OPERATING HOURS

Friday and Saturday 9:00am to 7:30pm

Sunday 10:00am to 5:00pm

Hours may be adjusted due to weather conditions.

THE DOGWOOD FESTIVAL COMMITTEE

- Applications will be approved, or denied, at the discretion of the Dogwood Festival Committee. It is the committee's responsibility to monitor merchandise, food, games and activities, entertainment, advertisement materials and displayed items. If something is deemed inappropriate, the committee may request that it be removed from the festival.
- The Dogwood Festival Committee & the Chamber of Commerce is responsible for interpreting the rules and regulations of the Dogwood Festival. The Committee also reserves the right to modify, add to or subtract from these rules and regulations as necessary. A copy of the current rules and regulations will be available at www.siloamchamber.com/dogwood-festival.
- A completed vendor application and acceptance by the Dogwood Festival Committee constitutes a contract between the two parties for use of the space assigned.
- An acceptance email will be sent upon approval of application.

PRICES, FEES, REFUNDS & TAXES

- Payment is due in full before check-in. The Dogwood Festival does not accept payment at or during check-in.
- Multiple exhibitors may not share a booth space without specific prior approval from the Dogwood Festival Committee. If approved, a shared booth space will be an additional \$20 per booth.
- Booth fees are half price with a current Chamber Membership.
- If an application is submitted and rejected, the Dogwood Festival will refund the vendor fee in the form of a check by mail.
- Refunds will be given for cancellation notices received before March 15. After March 15, no refunds will be given for any reason. The Dogwood Festival does not credit accounts for future events.
- By submitting an application, vendors acknowledge responsibility for any and all applicable taxes. The Dogwood Festival will provide tax forms and information in each vendor packet received during check-in. Taxes must be turned in at the close of festival unless you report sales tax each month to the state of Arkansas. There will be a box to turn in forms at the Chamber Information Tent during festival hours. You may turn them in each day, if desired.

WEATHER POLICY

Refunds are not issued due to weather. The Dogwood Festival does not cancel in advance due to weather. In the event of heavy rain and/or wind conditions during the festival, a Public Safety Official will advise. Please be prepared by anchoring tents and displays in case of unexpected wind gusts.

DISCLAIMER

The Siloam Springs Chamber of Commerce and the Dogwood Festival Committee reserve the right to change the rules, adjust the date, or cancel the festival based on public health safety concerns.

PARKING

We ask that you refrain from parking in customer spaces near the festival. There is designated vendor parking, which will be included in your check-in packet. At check-in you will receive a Vendor ID to put on the front dashboard of your vehicle. Please make sure this sign is visible and the phone number to reach you is correct. If your vehicle needs to be moved, festival staff will attempt to reach you by phone before towing your vehicle.

HANDICAP PARKING

Handicap Parking is available but limited. Please inquire at check-in where these designated areas are located. In order to park in a designated handicap parking area, you must have a valid handicap permit displayed in your vehicle, otherwise the vehicle will be towed at the owner's expense. If you have additional questions about parking, please visit the Chamber Information Tent.

FILING A COMPLAINT

Formal complaints shall be submitted in writing to the Dogwood Festival. Continued verbal complaints or public scenes will result in the individual being asked to leave the Dogwood Festival. Our festival is a family friendly environment and the use of obscenities or vulgar language will not be tolerated.

SET-UP/CHECK IN

- You MUST check in at the Chamber Information Tent before setting up your booth.
- Check in hours are Thursday 9:00am to 5:00pm and Friday 7:00am to 9:00am.
- All booths must be set up and open for business by Friday at 9:00am. After 9:00am, no booths will be allowed to set up without prior approval from Chamber Staff.
- Payment is due in full BEFORE CHECK-IN. The Dogwood Festival does not accept payment at or during check-in.
- Vendors who are not able to check in during regular hours must request an exception from the Siloam Springs Chamber of Commerce no later than Tuesday at 5:00pm. Vendors who have failed to set up or contact the Dogwood Festival for an exception by Tuesday at 5:00pm will forfeit their booth space and fee. No refunds will be issued.
- Chamber staff will be available for questions Thursday from 9:00am to 5:00pm and throughout regular festival hours at the Chamber Information Tent.
- Each vendor is responsible for the set-up and take down of their booth space. The Dogwood Festival takes no responsibility for outside arrangements to rent, provide, set up or take down tents.
- All booths must be occupied at all times during operating hours of the festival.
- No vendor will be allowed to pull onto the grass. Failure to comply with this will result in a fine.
- You must supply your own tent, tables, chairs, etc.
- A Vendor Booth ID will be given at check-in and must be displayed in the booth at all times.

TAKE DOWN

- All vendors must remain open until Sunday at 5:00pm unless prior approval has been received from Chamber staff due to an extenuating circumstance or emergency.
- Early departure of the Dogwood Festival without approval will result in the possible rejection of your application the following year.
- All vendors should plan to depart the festival grounds no later than Sunday at 7:00 pm.
- No vendor will be allowed to pull onto the grass. Failure to comply with this will result in a fine.

BOOTH SPACE & CONTENT

- Information only booths are not allowed; some form of merchandise must be sold. Commercial displays of items that are not considered Arts & Crafts may be allowed upon approval of the Dogwood Festival Committee.
- Nothing deemed obscene, profane or vulgar by the Dogwood Festival Committee is allowed. It is also the right of Dogwood Festival Officials to ask that anything deemed in violation of these terms be removed from the festival.
- The Dogwood Festival Committee reserves the right to request that a vendor comply with the previously stated rules and regulations or they will be asked to leave the festival.
- Please note that the Dogwood Festival reserves the right to allow multiple like items into the festival. While we try to take merchandise into consideration, please know that your booth space may be in close proximity to a similar vendor.
- Booth spaces will be located on both grass and concrete. Please make a note on your application and give reason if you are unable to set up on one or the other. Please be aware that spaces located on grass may not be level. You are responsible for securing your booth.
- No publicly advertised "1/2 price sale", "going out of business sale", "clearance sale" or other similar marketing techniques are allowed.
- Electrical availability outdoors is limited. Electrical cords are not to be placed across walkways unless given specific approval from Chamber staff. Concession vendors must make note of their electrical needs on the application.
- Any vendor that sells food will be contacted by the Health Department prior to the festival. Failure to comply with Health Department regulations will result in removal from the festival with no fault to the Chamber staff.
- Security will be provided each evening from 7:00 p.m. until 7:00 a.m. with a patrol on duty throughout the night. The Dogwood Festival and the Siloam Springs Chamber of Commerce are not responsible for loss, theft, or damage to exhibits, booths, trailers or merchandise.
- Vendors shall not have orders of products shipped to the Chamber of Commerce building during the festival.

BOOTH LOCATION

Booth location requests are not guaranteed but will be considered based upon the following, but not limited to: return vendor location preference, application submission date and logistical needs. Booth location is not provided prior to check-in.

Chamber staff retains the right to change vendor locations at any time during the festival for reasons related to logistics or safety. Vendors who wish to trade a booth space with another vendor may do so with the consent of both vendors and approval from Chamber Staff prior to the Festival's opening. Both vendors must be present when making the request.

VENDORS WILL BE LOCATED IN THESE AREAS:

- City Park (intersection of N. Mt. Olive St. & W. University St.)
- Bob Henry Park (on N. Maple between W. University St. & Benton St.)
- W. University St. (Between Mt. Olive St. and Maple St.)
- The Masonic Lodge property, which connects the two parks

ADDITIONAL INFORMATION FOR CONCESSION, PARK FOOD & FUNZONE VENDORS

Insurance

A copy of current liability insurance coverage (\$1 million minimum) must be submitted with the application. If the policy expiration date is prior to the festival, an updated policy must be provided at check-in before set up.

Electricity

Please make sure to clearly indicate all electrical needs on the application. Failure to do so will represent an incomplete application, which may not be processed.

Commission

All Concession, Park Food and FunZone vendors are required to pay a 15% commission of daily total sales. Commissions are to be paid each day at the Chamber Information tent during the following times:

Friday Commission - Saturday 7:30 a.m. to 9:30 a.m.

Saturday Commission - Sunday 8:30 a.m. to 9:30 a.m.

Sunday Commission - Sunday by 6:00 p.m.

* Late commission payments are subject to an additional 5% penalty fee for a total of 20%.

IF WE HAVE TO COME TO YOU TO COLLECT YOUR COMMISSION, YOU WILL PAY THE 5% PENALTY.

Health Requirements

- All food vendors are required to have a health permit and will be inspected by the local Health Department. Please bring your current health permit to the Dogwood Festival for review by local Health Department officials. If you do not have a current and valid health permit, you will be asked to leave the Dogwood Festival and no refund will be given.
- All concession trailers are required to have a backflow prevention device. Trailers will be inspected the day of set-up by the Health Department. If there is not one on the trailer or it is incorrectly installed, you will be responsible for the cost to have it fixed.

Menu

- A menu, with prices, must be submitted with your application.
- The Dogwood Festival Committee is responsible for making food selections for the festival. Please note that certain menu items may be accepted while others may not. While we try to minimize duplicate or similar items, there may be other food vendors selling similar products to yours.
- Menu pricing should include sales tax.

Ice

Ice will be available for purchase from the Chamber of Commerce @ \$5 per bag.

Differences in Concession & Park Food Vendors

Please be sure to use the correct application for your type of food vendor outlined below:

- Concession Vendor - located in a designated food court area. Concession vendors require additional electrical needs and have a trailer or other approved stand.
- Park Food Vendor - located somewhere other than the food court in an outdoor craft vendor booth. Park Food vendors do not require special electrical, do not have trailer and do not have more than three menu items.